# 3-03/060.22 - Damage to Personal Vehicles in the Line of Duty

The Los Angeles County Code (Title 5 - Personnel) provides authority for the county to reimburse eligible employees for damages over $5.00 to a personally owned or leased vehicle when it is damaged in the line of duty while being driven by the eligible employee.

Eligible employees are defined as mileage permittees who are either non-represented or represented by the Coalition of County Unions. Non-certified mileage permittees are not covered by this program.

Reimbursement will not be considered for:

- Damages sustained while commuting to and from work, or while the employee is off-duty; or
- Damages sustained if the purpose of the trip is to undergo medical examination or treatment, to participate in a civil service examination, or to pursue employee relations matters on the employee's own behalf.

Motorcycles, "off-road" sports vehicles and similar recreation sports vehicles are specifically excluded under this program.

The amount of reimbursement will be based on the lowest repair/replacement estimate, provided it does not exceed the current fair market value of the vehicle, less $5.00. If the lowest estimate exceeds the current fair market value, the amount of reimbursement will be based on the current fair market value, less the salvage value and $5.00.

Any partial or total compensation from other sources, including insurance, received prior to the filing of a claim, will be deducted from the county's reimbursement.

If an employee receives compensation from outside sources after being reimbursed by the county, the employee shall pay the county an amount up to the reimbursement received from the county.

An employee who desires to file a claim for reimbursement shall do so within ten business days from the date of damage to his vehicle, as follows:

- File a claim for reimbursement on Form 76C212V6 (Claim for Reimbursement for Damaged Personal Property);
- Attach all documents that substantiate the claim, such as an Incident Report, Traffic Collision Report, etc.;
- If the damage is the result of a traffic collision/incident, attach copies of the County of Los Angeles Report of Vehicle Accident or Incident (SH-AD-665), the Supervisor's Report of Damage to County Vehicle or Permittee's Vehicle (SH-R-257), and the supervisor's comprehensive memo; and
- Attach written estimates from two licensed auto repair businesses.

Unless the employee is incapacitated, the claim shall not be delayed beyond ten business days even if cost estimates are not known.

The filing of a false claim is grounds for disciplinary action.

The employee shall submit the specified documents to his unit commander for inspection and review. The unit commander shall note the contents and forward the documents to division headquarters for review by the division chief or division director. After review, the documents will then be forwarded to Fiscal Operations, Attention: Accounts Payable, for reimbursement.

Approved claims shall be distributed as follows:

- Original and supporting documents to Fiscal Administration;
- Copy to unit file at employee's unit of assignment; and
- Copy to employee's unit personnel folder.

The denial of a claim by the division chief or division director shall be final and not subject to review. Employees whose claims are denied will be notified in writing. Denied claims shall be distributed as follows:

- Original to the employee;
- Copy to unit file at employee's unit of assignment; and
- Copy to employee's unit personnel folder.

**NOTE**: If the damage is the result of a traffic collision/incident, unit commanders are reminded to their responsibilities concerning traffic collision/incidents per section 3-0/070.00 Vehicle Collision/Incident Reporting and Investigation - Department and Permittee Vehicles.